

Missouri Department of Transportation Job Description

Job Title: Planning and Programming Coordinator

Title Code: R04205

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Transportation Planning

Effective Date: 09-01-2022

Replaces (Effective Date): 03-16-2021

General Summary

The planning and programming coordinator supervises long range transportation planning, the statewide transportation improvement program (STIP), and statewide programming plan development.

Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Business Administration, Engineering, Finance, Planning, Public Administration, or related field.
- Nine years of experience in transportation planning or engineering.

Special Working Conditions/Job Characteristics

- Registration as a Certified Planner or as a Professional Engineer in the State of Missouri is preferred.

Examples of Work

1. Directs administration of statewide programming, organizational performance, and Metropolitan Planning Organization (MPO)/Regional Planning Commission (RPC) planning work units.
2. Educates department employees, the general public, and other stakeholders on transportation planning issues, processes, and projects.

3. Responds to planning and programming-related requests from districts, divisions, Federal Highway Administration, and state legislators; supervises report development for the media, elected officials, special interest groups, department management, and the general public.
4. Oversees development of the STIP, amendments to the STIP, and the STIP Accountability Report.
5. Oversees and coordinates the department's organizational performance management system, including development of performance and measurement targets.
6. Develops, implements, and updates long range transportation plans.
7. Oversees the integration of MPO work products with STIP products and processes.
8. Develops and tracks the section's budget and the State Planning and Research budget.
9. Develops strategies to accomplish the department's transportation goals, including analyzing funding alternatives and legislative needs, and relationships with the general public, other organizations, cities, media, and the legislature; prepares related reports and correspondence; makes presentations on transportation planning.
10. Establishes links between long range planning, asset management, STIP development, department measures, and national performance measures.
11. Supervises statewide programming, organizational performance, and MPO/RPC planning employees, including making hiring and other employment-related decisions, assigning work, disciplining employees, and conducting performance management.
12. Serves as department representative on policy, research, and technical advisory committees, or for multi-state or consultant transportation management.
13. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
14. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.